

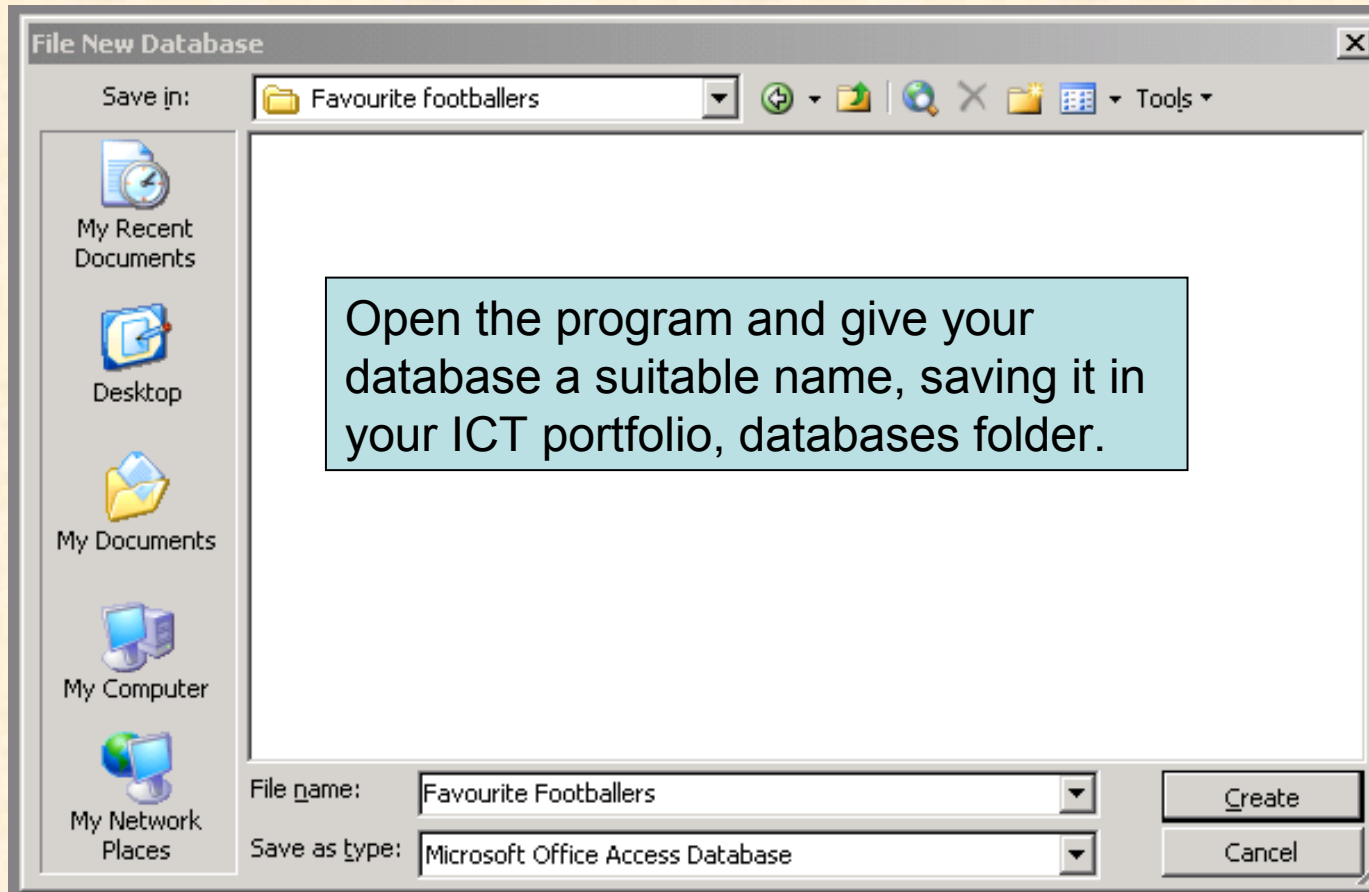
Creating a database using Access

GCSE ICT Full Course
Portfolio
Data Handling

Designing & Planning

- What fields do you want?
- What type of field are they?
 - Text, number, currency, date, list etc.
- What size should the field be?
- What validation rule and text might be used?
- Have you got a **KEY FIELD**, the unique identity for each field. *N.B. Do not use the Access auto number default.*

Getting started in Access



Data Types – Key Field = Text

1

General | Lookup
Field Size: 2
Format:
Input Mask:

You must have a key field.
The type is Input Mask.

The Key Field can be done as an input mask, limited to 2 characters.

2

Input Mask Wizard
Must save table first. Save now?
Yes No

Save as *Favourite* footballers

3

Edit List

4

The >< symbols
enforce a capital
letter.

Customize Input Mask Wizard
Do you want to edit or add input masks for the Input Mask Wizard?
Description: Player ID
Input Mask: >L<9
Placeholder:
Sample Data: T5
Mask Type: Text/Unbound

Ensuring a CAPITAL letter to start a text field name

1

Field Name	Field Type
First name	Text
Last name	Text
Club	Text

2

General	Lookup
Field Size	15
Format	
Input Mask	>L<????????????????
Caption	
Default Value	
Validation Rule	
Validation Text	

Using a look up table

1

▶	Playing position	Text
■	Date of Birth	Text
■	Age	Memo
■	Value	Number
■		Date/Time
■		Currency
■		AutoNumber
■		Yes/No
■		OLE Object
■		Hyperlink
■		Lookup Wizard...

2

I will type in the values that I want.

3

Type your list

Lookup Wizard

What values do you want to see in the list, and then type the values you want in the list.

To adjust the width of a column, click the right edge of the column heading.

Number of columns:

	Col1
✎	Goal Keeper
*	

Adding Date of Birth & Age

1

2

General	Lookup
Format	Long Date
Input Mask	General Date 19/06/1994 17:34:23
Caption	Long Date 19 June 1994
Default Value	Medium Date 19-Jun-94
Validation Rule	Short Date 19/06/1994
Validation Text	Long Time 17:34:23
Required	Medium Time 05:34 PM
Indexed	Short Time 17:34

▶ Date of Birth	Date/Time
Age	Text
Value	Memo
Image	Number
	Date/Time
	Currency

3

▶ Date of Birth	Date/Time
▶ Age	Number

4

General	Lookup
Field Size	Long Integer
Format	
Decimal Places	Auto
Input Mask	
Caption	
Default Value	0
Validation Rule	Between 17 And 41
Validation Text	Must be between 17 and 41 years
Required	Yes
Indexed	No
Smart Tags	

Adding images to your table

Create an image field in design view.

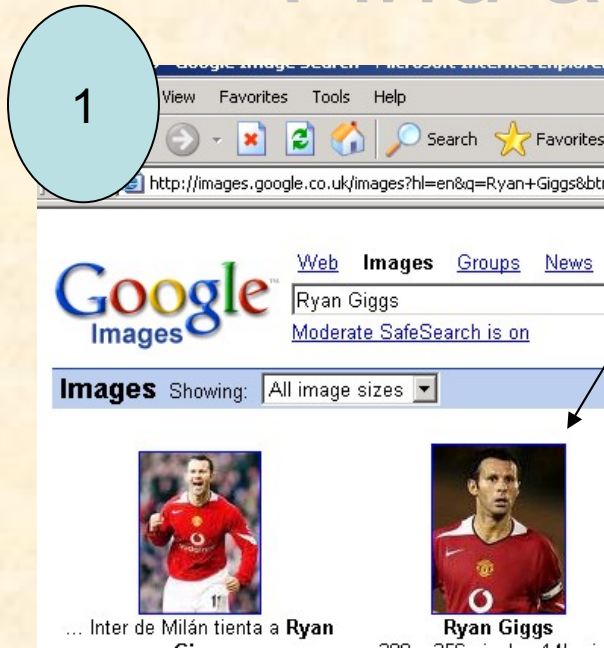
1

value	Currently
Image	OLE Object

2

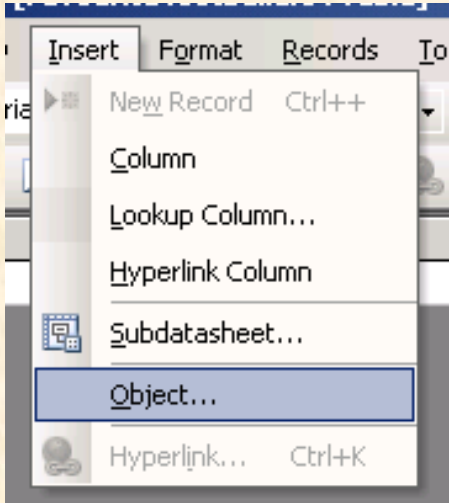
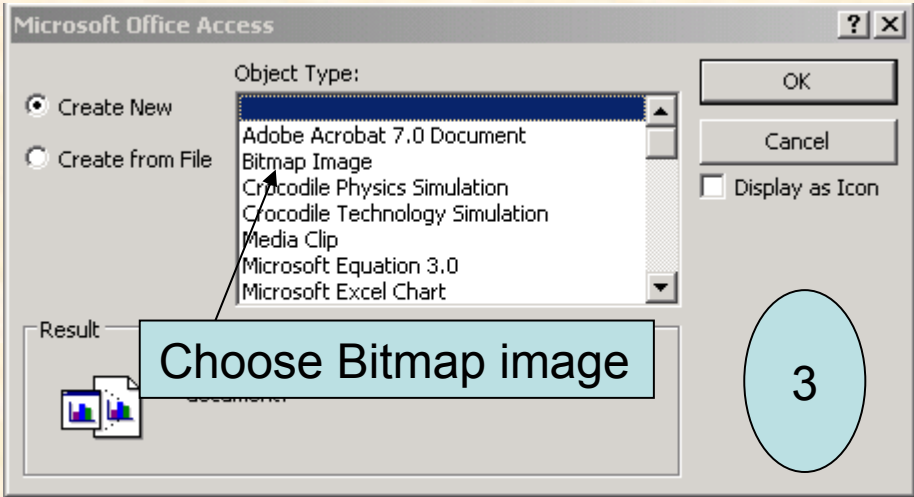
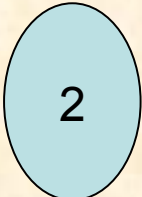
General	Lookup
Caption	Player Image
Required	No

Find a picture and insert



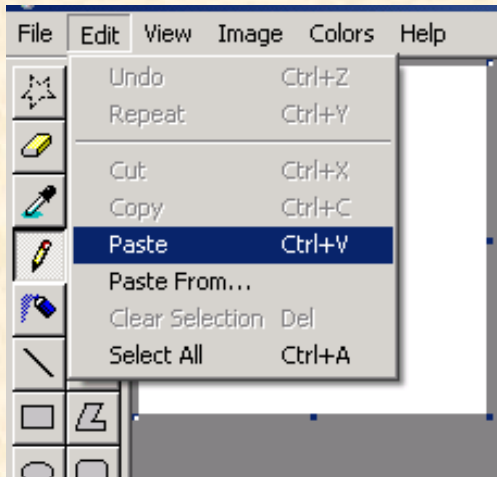
Copy

Table mode: Click on Player image field and select Insert / Object



Paste your image and add to table

1



2



You may need to resize the white background

3



4



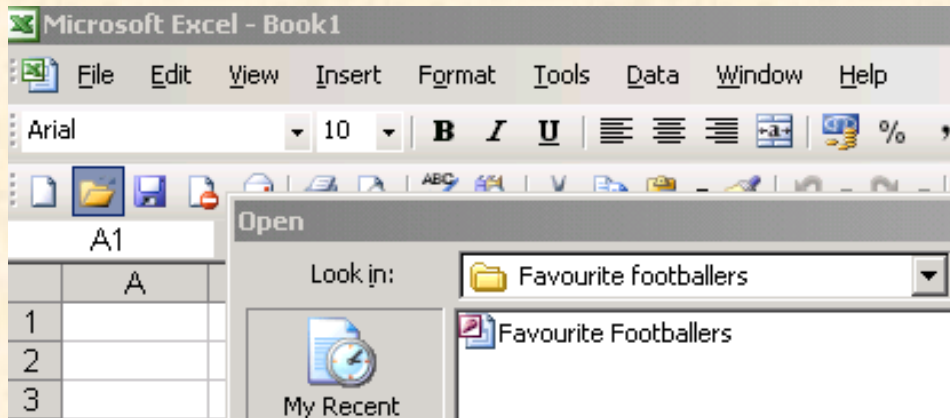
Creating a Data Capture Form

This will be done in Flexidata3

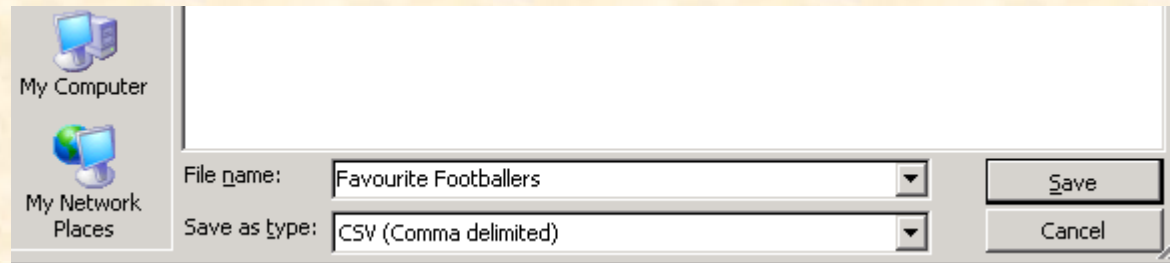
Follow these instructions

1. Open your database in Excel
2. Save it as a .csv file
3. Go to ICT and open Flexidata 3
4. Locate your .csv file and open it
5. Select Data / Form Design
6. Resize the field windows, add a title and instructions on how to complete the DCF
7. Check your name is on the page

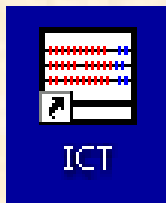
1



2

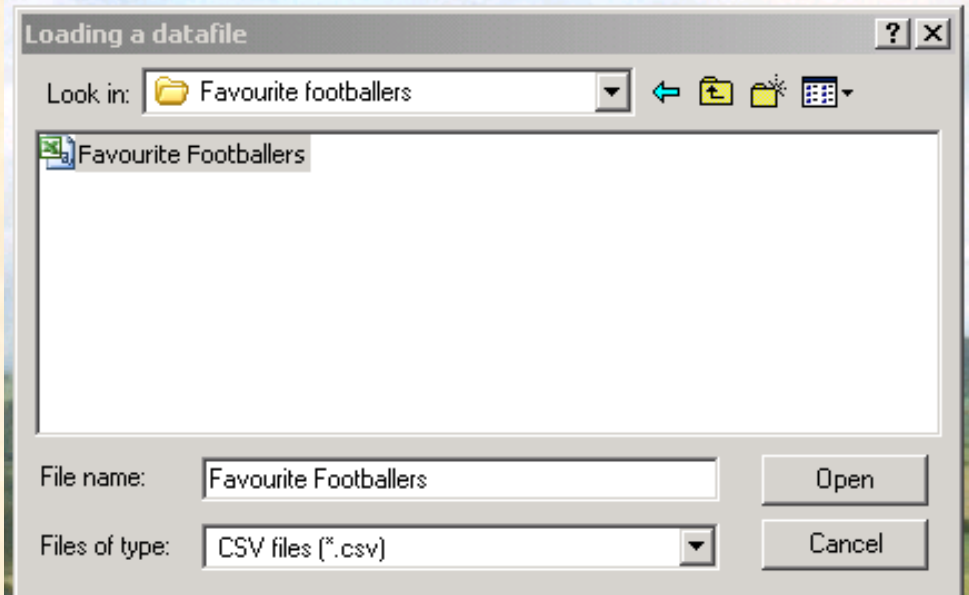


3



Load a datafile
from disk

4



5a

Player ID	<input type="text"/>
First name	<input type="text"/>
Last name	<input type="text"/>
Club	<input type="text"/>
Playing position	<input type="text"/>
Date of Birth	<input type="text"/>
Age	<input type="text"/>
Value	<input type="text"/>

5b



Moving placeholders



Adding text

6

Favourite Footballers Data Capture Form

Mr T's extraordinary database of footballing greats!

It would be helpful to use..... to complete

Player ID

First name Last name

Club

Playing position

Date of Birth Age

Value

Player photo

A screenshot of a data capture form titled 'Favourite Footballers Data Capture Form' and 'Mr T's extraordinary database of footballing greats!'. The form contains several text input fields: 'Player ID', 'First name', 'Last name', 'Club', 'Playing position', 'Date of Birth', 'Age', 'Value', and 'Player photo'. A vertical double-headed arrow is positioned over the 'Last name' field, and a horizontal double-headed arrow is positioned over the 'Player photo' field.

7

What marks do you get?

- Entering data 1
- Accuracy 1
- Plausibility (Realistic data) 1
- Key Field 1
- Text & number fields 1
- Other types of field 1
- Data Capture Form 1
- Data Structure Table 1

Another handy help from MrT

